

PRESCOTT UNIFIED SCHOOL DISTRICT

# **Practical Tips and Organizational Secrets for Title I Grant Managers**



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**ESEA - TITLE I, I-D, II  
Title III, SEI  
21ST CCLC (3)  
Homeless Sub-Grant  
Emergency Readiness / Safe schools  
IDEA-preschool  
State Tutoring  
Character Education  
Native American (Title VII/JOM)**

**Throughout presentation write down what  
you struggle with in managing Title grants  
for Q & A.**

...

Time for questions are built into our  
presentation.

**Question: how long working in grants?**

...

# Getting organized for Title I - information to be gathered prior to allocation amounts

Are you using 10 or 100 day count?

Free and Reduced numbers

Private School (who are in district, when meet, what do they want)

Determine set-asides

List of Title I staff, FTE, salary, benefits- personnel info ▲

# continued .....getting organized

GME/ALEAT Users

Work off-site

Due dates- build calendar

ESEA Consolidated Checklist (ESEA app) ▲ + conference calendar

BIG job getting ready for two-to-three grant applications (Title I, I-D, II)

## Gathering of information ⇒ how does your district prepare ?

At your table, discuss how you gather information?

- ⇒ Does Human Resources provide personnel info?
- ⇒ How do you obtain Free and Reduced numbers?
- ⇒ What are your challenges and struggles in obtaining information?

Share practices for group discussion.



# COMMUNICATION





# Communication with stakeholders

Meetings with stakeholders (relationship building, information sharing)

Importance of inter-departmental communication for grant compliance and budget alignments

Facilitate meetings to explain jobs and functions to increase understandings on how things are interconnected.

Grant personnel  $\mapsto$  distinguish PAR's from other in district  $\mapsto$  Time & Effort

# CONTINUED: COMMUNICATION with stakeholders

Business Office -PR/PO/receipts

Parent Engagement funds

Principals / Title I staff

ADE Specialist- ask if you need help or direction

# PRIVATE SCHOOL

Prepare your Affirmation of Consultation form in July ▲

Set dates for school year

Prepare agendas with required compliance topics

Understand what services you are required to provide; develop clear process for working with privates

Maintain email communication with schools for documentation of contact

Communication challenges ▲

# PARENT ENGAGEMENT

Communication with all stakeholders

School allocation development ▲

Provide info on best practices for parent engagement activities, use completion report as a guide on how to spend. ▲

Funds not used in school year are carry over to be used following year; good communication and record keeping required

# ESEA BUDGET

# ESEA budget PREP

Allocations are set

Development of narrative and budget ▲ [Worksheets](#)

# Budget Maintenance

ESEA application is approved:

Set up budget expenditure book or use district internal accounting software to keep track of expenditures ▲ Budget Book

Communicate with business or other involved departments to make sure expenditures are aligned with grant - do so frequent! ■

Make necessary adjustments, revisions, journal entries throughout the year before the Completion Report is due!

Accurate budget keeping makes Completion Report - easy!

# TIME & EFFORT



# ORGANIZATION of Time & Effort Logs (T&E)

Consult your auditors with T&E questions, #1 audit finding

Create spreadsheet of grant funded employees, to keep track of received T&E documentation ▲

Use Google Apps to share monthly or Semi-Annual Certifications with grant employees  
▲

Communicate and remind frequently - the end of the school year is approaching before you know it!

## GROUP DISCUSSION

Time & Effort organization, please share what works in your district.

# Prep for monitoring visits and financial audits

Provide requested information. Send in advance if possible. Encourage e-submissions.

Communication with all stakeholders so they are aware of visit and potential needs

Organized ▲



# Strategies for maintaining grant documentation

Keep good notes and a summary of how things were calculated, where information was obtained, ideas for doing things differently next year.

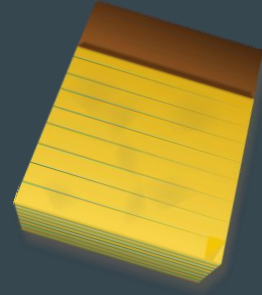
Binder (compliance materials)

Label maker

Paperless / online storage for requirements

Maintain organization throughout the year

Computer monitor size & comfortable work space



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